



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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DAVID E. JANSSEN  
Chief Executive Officer

July 16, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## RECORDS AND ARCHIVES MANAGEMENT PROGRAM – QUARTERLY STATUS REPORT (APRIL – JUNE 2007)

On February 18, 2003, your Board instructed my office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our April 17, 2007 quarterly status report, we have accomplished the following:

- Released a solicitation document to secure the services of a consultant to assist with the overall development of the Records Management Program including completion of records inventories and retention schedules. A Mandatory Vendors' Briefing was hosted for approximately 20 participants, and proposals are due to our office by Friday, July 20, 2007;
- Continued to work with County Counsel, who has undertaken efforts to ensure that County departments meet the requirements of the Federal Rules of Civil Procedure, as amended and became effective December 1, 2006, with regards to electronically-stored information;
- Continued to work with the Chief Information Office to ensure that new electronic records policies can be efficiently and effectively applied to all electronic files, including e-mails;
- Continued to maintain communication with the Departmental Records and Archives Coordinators, Managers and Task Force members, resolving issues, discussing next steps, and providing updates of our efforts; and

Each Supervisor  
July 16, 2007  
Page 2

- Attended the May and June meetings of the Greater Los Angeles Chapter of the Association of Records Managers and Administrators.

A summary status report on County departmental progress in completing the Inventory and Retention Schedules is attached.

The next quarterly report will be provided to your Board on or before October 18, 2007. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the Assistant County Records and Archives Coordinator, Mr. Kary L. Golden at (213) 974-1319.

DEJ: LN:MKZ  
MLM:KLG:ib

Attachment

c: All Department Heads  
Chair, Historical Landmarks and Records Commission

Records and Archives Mgmt Prgm\_Qtrly Stat Rpt (Apr-Jun 2007)

**COUNTY DEPARTMENTS/AGENCIES -- STATUS ON RECORDS AND ARCHIVES INVENTORIES  
AND RETENTION SCHEDULES**

<b>MILESTONE</b>	<b>DESCRIPTION</b>	<b>DEPARTMENT</b>
<b>Completed</b>	Reflects departments which have completed their Inventory and Retention Schedules (I-R Schedules), and submitted the final signed versions to the CEO.	<ul style="list-style-type: none"> <li>• Alternate Public Defender</li> <li>• Arts Commission</li> <li>• Museum of Art</li> </ul>
<b>CEO Final Review</b>	Reflects departments which have submitted I-R Schedules for final review and approval.	<ul style="list-style-type: none"> <li>• None pending</li> </ul>
<b>County Counsel Review</b>	Reflects departments which have submitted their I-R Schedules for approval of code requirements.	<ul style="list-style-type: none"> <li>• Community Development Commission</li> </ul>
<b>CEO Draft Review</b>	Reflects departments which have completed their I-R Schedules and have submitted the complete draft for clearance.	<ul style="list-style-type: none"> <li>• Assessor</li> <li>• Auditor-Controller</li> <li>• Chief Information Office</li> <li>• Child Support Services</li> <li>• Fire</li> <li>• Human Resources</li> <li>• Human Resources - Office of Public Safety</li> <li>• Internal Services</li> <li>• Museum of Natural History</li> <li>• Ombudsman</li> <li>• Parks and Recreation</li> <li>• Public Library</li> <li>• Public Works</li> <li>• Registrar-Recorder/County Clerk</li> <li>• Sheriff</li> <li>• Treasurer and Tax Collector</li> </ul>
<b>Schedules Underway</b>	Reflects departments which are at various stages of preparing their draft I-R Schedules.	<ul style="list-style-type: none"> <li>• Affirmative Action Compliance</li> <li>• Agricultural Commissioner/Weights and Measures</li> <li>• Animal Care and Control</li> <li>• Beaches and Harbors</li> <li>• Chief Administrative Office</li> <li>• Children and Family Services</li> <li>• Community and Senior Services</li> <li>• Consumer Affairs</li> <li>• Coroner</li> <li>• County Counsel</li> <li>• District Attorney</li> <li>• Executive Office, Board of Supervisors</li> <li>• Health Services</li> <li>• Human Relations Commission</li> <li>• Mental Health</li> <li>• Military and Veterans Affairs</li> <li>• Probation</li> <li>• Public Defender</li> <li>• Public Health</li> <li>• Public Social Services</li> <li>• Regional Planning</li> </ul>